



**I N T E R F A I T H**

T A M P A B A Y

*Bylaws, Policies & Procedures  
Handbook*

*Updated August 5, 2017*

## **ARTICLES OF INCORPORATION**

Articles of Incorporation of the undersigned, a majority of whom are citizens of the United States, desiring to form a Non-Profit Corporation under the Non-Profit Corporation Law of Florida do hereby certify:

### **Article 1: NAME**

The name of the association shall be Interfaith Tampa Bay, Inc

### **Article 2: PRINCIPAL ADDRESS**

The principal office of this association is to be located at 200 2nd Avenue S., #826, Saint Petersburg, FL 33701

### **Article 3: PURPOSE**

The purpose of the organization is to provide opportunities for professional and personal growth, to promote unity of spirit and work among the religious leaders of Tampa Bay and vicinity, to develop spiritual life, promote peace and to make advancement of social justice in this community.

(Our purpose is to provide effective channels for cooperative expression of our shared concern for the wellbeing of the communities in which our member organizations are situated. This cooperative expression includes coming together in intentional partnership to care for those in need in our communities; taking action in relation to social injustice, inequities, and other issues of mutual concern; engaging in regular programming which draws members of diverse communities together; and gathering the wider community together at times of celebration or concern. Active partnership with others is not limited to member organizations or to groups rooted in religious or spiritual tradition, but may include collaboration with neighborhood groups which are humanitarian or philanthropic in nature. We also welcome the financial and volunteer support of individuals who share our concerns and aspirations.

We thus bind ourselves together in association, agreeing to honor our differences in religious and spiritual understanding, polity, ritual, and practice. Inspired by our different faiths and our common values, we seek ways to offer support in times of need. Together we witness to values that heal and repair division in order to create understanding and acceptance of people of every race and ethnicity, nationality and culture, religion, economic circumstance, gender and sexual or gender identity, age and ability.)

### **Article 4: NON-PROFIT NATURE**

This association is organized exclusively for charitable, religious, educational and scientific purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal code.

#### Article 5: ELECTION OF BOARD OF DIRECTORS

Subject to the limitations of the policies and procedures in this Handbook, the business and affairs of this Association shall be managed by or under the direction of a Board of Directors. The Board of Directors shall consist of nominated and member-elected President, Vice President, Secretary, Treasurer officer positions. The Association shall have such other assistant officers as the Board of Directors may deem necessary and such officers shall have the authority prescribed by the Board.

#### Article 6: NAMES OF BOARD OF DIRECTORS

##### **President**

Rev. Joran Slane Oppelt  
554 60th St. S.  
Saint Petersburg, Florida 33707

##### **Vice President**

Imam Abdul Karim Ali  
4005 Cortez Way S.  
Saint Petersburg, Florida 33712

##### **Secretary**

Dylan Pires  
503 Cleveland St.  
Clearwater, Florida 33755

##### **Treasurer**

Doral R. Pulley  
540 Trinity Lane #7107  
Saint Petersburg, Florida 33716

##### **Director**

Katie Churchwell  
140 4th St. North  
Saint Petersburg, Florida 33701

#### Article 6: REGISTERED AGENT

Rev. Joran Slane Oppelt  
554 60th St. S.  
Saint Petersburg, Florida 33707

#### Article 7: INCORPORATOR

Rev. Joran Slane Oppelt  
554 60th St. S.  
Saint Petersburg, Florida 33707



## **BYLAWS, POLICIES & PROCEDURES GENERAL MEMBERSHIP**

### **1.1 General Members**

All ordained faith leaders, authorized representatives of recognized faith communities, and/or those that share the concerns and values expressed in purpose of the association, shall be eligible for membership. An applicant meeting these qualifications for membership shall present an application to the Board and shall pay applicable dues. The amount of the dues shall be determined by the Board of Directors. It shall also be the responsibility of the Board of Directors to review memberships annually.

### **1.2 General Membership Rights and Obligations**

Members shall be present at regular meetings of the Association. Participation shall include:

- a. The right to make motions, but needs to be sent to the Board of Directors by email at a minimum of 5 days prior to meeting for agenda purposes.
- b. The right to vote on all matters presented to the Members by the Board Members, including providing input and voting on expenditures of funds earned by the Association.
- c. The right to vote to elect the Association's officers at the Annual Meeting.
- d. Consideration for election or appointment to a Board or a Committee Chair position provided that he or she is qualified and is duly elected in accordance with the provisions in this Handbook.
- e. Serving on committees.
- f. Supporting the events and programs of this Association whenever possible.

## **2. General Membership (Regular) Meetings**

### **2.1 General Membership Meetings**

There shall be a regular monthly meeting. The time, day, and place shall be designated by the Board of Directors.

### **2.2 Special Meetings**

Special meetings of members may be called at the direction of the President or by a majority of the voting directors then in office, to be held at such time, day, and place as shall be designated in the notice of the meeting.

### **2.3 Annual Election Meeting**

The Annual Election Meeting shall take place in Spring. It will replace the regularly scheduled General Membership Meeting. The Annual Election Meeting shall be for the voting on of new Officers, Board of Directors, the affirmation of the next year's budget, and any other business that shall be deemed necessary by the Board of Directors.

#### **2.4 Notice**

Notice of the day, time and location of any general membership meeting shall be given no later than 7 days prior to that meeting. The purpose of the meeting shall also be stated in the notice.

#### **2.5 Quorum**

A quorum shall exist at any meeting if a simple majority of Board of Directors is present AND at least ten general members.

### **3. Board of Directors**

#### **3.1 Powers**

There shall be a Board of Directors of the Association, which shall supervise and control the business, property, and affairs of the Association, except as otherwise expressly provided by law, the Articles of Incorporation of the Association, or these Bylaws.

#### **3.2 Numbers and Positions**

- a. Board of Directors shall consist of:
  - i. Nominated and member-elected President, Vice President, Secretary, Treasurer officer positions.
  - ii. Elected Directors
- b. The Association shall have such other assistant officers as the Board of Directors may deem necessary and such officers shall have the authority prescribed by the Board.
- c. No Board member can serve in more than one position on the Board of Directors.
- d. The members of the Board of Directors shall be composed of no less than 5 and no more than 9 individuals
- e. The Board of Directors shall serve no more than 3 consecutive annual terms.

#### **3.3 Board Member Rights and Responsibilities**

- a. To attend Board Meetings and General Meetings.
- b. Upon election or appointment, all Board Members shall abide by and be in agreement with the Conflict of Interest & Code of Conduct and Ethics practices as described within these Bylaws. If

- a Board Member's duties are undertaken before the Statement is signed, their agreement to the Statement will be implied. As soon as possible, however, after election or appointment, a Board Member must sign the Statement and provide it to the Secretary for recordkeeping purposes.
- c. If any Board member cannot be in attendance of any meeting they are required to give 5 days' notice in an email to the entire Board. They will need to provide any documentation that is required from them at every meeting that will be needed for next meeting and have it sent to the President, VP and Secretary.
  - d. Power to act independently as provided herein, and in emergency situations without the consent of the Members.
  - e. Transact necessary business in the intervals between General Meetings.
  - f. Prepare present an annual budget for the Members' approval at the Annual Election Meeting.
  - g. Review and approve the budget and suggest any changes to this Handbook to the Board at the first meeting of each term.
  - h. Collaborate with active committees working within the Association.
  - i. Approve the plans of project committees.
  - j. Oversee all fundraising activities of the year, including the summer months.
  - k. Present a report at the General Meeting of any action taken by the Board.
  - l. Upon completion of term, turn over all relevant documents and information to incoming Board of Directors.
  - m. Fill vacancies of elected officials per a majority vote of the Board as per this Handbook.
  - n. Appoint a yearly audit committee of not less than three members or an auditor to examine the Association's financial records and Treasurer's annual report. No Board Member shall be allowed to perform said examination; it must be independently reviewed.

### 3.4 Board of Director Positions

- a. **President.** The President's responsibilities include, but are not limited to:
  - i. Preside over Board and General Meetings.
  - ii. Monitor and support all activities of the other officers and committee chairs for events.
  - iii. Ensure that all relevant historical records/information are maintained and passed on.
  - iv. Work with the VP and/or Secretary on every agenda in case of absence.
  - v. Prepare an agenda for Board meetings with input from the Board and distribute at least 24 hours (1 day) in advance of each meeting.
  - vi. Prepare an agenda prior to General Meetings with input from the Board for the Secretary to have available to all Members at the General Meetings.
  - vii. Create upcoming year's calendar with the other Board Members.
  - viii. Coordinate election of Board Members in conjunction with other Board Members.
  - ix. The President will also have check writing authority along with the Vice President and Treasurer.
- b. **Vice-President.** The Vice-President's responsibilities include, but are not limited to:

- i. Assist the President and perform all duties of the President in his/her absence or in the case of a vacancy until such position is filled.
  - ii. Take and distribute meeting minutes when the Secretary is absent.
  - iii. Work with President and Secretary to finalize an agenda for the Board of Directors & General Meetings
  - iv. Act as a liaison between committees chairs with the Board.
- c. **Secretary.** The Secretary's responsibilities include, but are not limited to:
- i. Record minutes of the Board and General meetings and distribute to the Board within five days of the next meeting.
  - ii. Be timekeeper at the General Membership meetings.
  - iii. Provide at the beginning of any meeting a hard copy of the minutes from the prior meeting to the BOD for approval and vote that all is correct. If minutes are correct BOD will sign and the Secretary must keep all copies.
  - iv. Make agendas available to all Members.
  - v. Prepare any materials needed for distribution or reference at any meeting.
  - vi. Work with President and VP to finalize an agenda for the BOD & General Meetings and make a copy available to all BOD & Members at the General Meetings.
  - vii. Provide all records upon request.
  - viii. The Secretary will also have check writing authority along with the President and Treasurer.
  - ix. Coordinate dissemination of notices of General Meetings to all members. Notices of General Meetings should be sent out a minimum of one (1) week in advance, unless otherwise waived by the Board.
- d. **Treasurer.** The Treasurer's responsibilities include, but are not limited to:
- i. Bring to every BOD meeting the bi-monthly financial report, current financial statement, a list of all transactions made since the last meeting, and the current bank balance. Provide a copy of all reports to each Board member.
  - ii. Responsible for all checking and financial accounts and documents. The treasurer will have check writing authority along with the President and Vice President.
  - iii. Receive and deposit all money.
  - iv. Received money should be deposited within 3 business days.
  - v. Pay out funds in accordance with the approved budget or as authorized by the Board of Directors.
  - vi. Prepare, along with the Board, the yearly budget for the new year.
  - vii. Present budget and financial report to the Board and first General Meeting of the year for vote and approval.
  - viii. Keep an accurate record of receipts and expenditures.
  - ix. Prepare for year-end financial reports for audit.
  - x. Monitor and renew tax-exempt status.
  - xi. Make a summary report at the final end of the year General Meeting.
  - xii. Prepare any tax filing information and forms.



xiii. Facilitate a checks and balances of the financial records and practices by September 30th of each year.

e. **Chaplain**

i. Coordinate prayers and/or blessings before meetings

f. **Directors**

i. Are required to attend most Board meetings & General meetings.

ii. Are encouraged to serve on at least one committee.

iii. Are encouraged to volunteer during at least two events.

### **3.5 Election and Term of Office**

The members of the Board of Directors shall be elected by the voting members at the Annual Election Meeting. The term of each Officer position is for one (1) year from June 1 to May 31. Each new Board Member may attend any Board Meeting subsequent to their election as a guest but will have no Board Member voting privileges. No individual member of the Board shall serve for more than four (4) consecutive years on the Board, unless waived by the Board. Partial terms (i.e., when an individual is appointed to complete the remaining term of another individual who was elected to office) shall not be considered in determining timing eligibility to serve.

### **3.6 Resignation**

Any director may resign at any time by giving written notice to the President of the Association. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance.

### **3.7 Removal**

Any Board member may be removed from their office, at the discretion of the board, by a majority vote of the remaining members of the Board. A Board member may be subject to removal at any such time when he/she, without limitation, violates any provision of this Handbook, the Board Member Conflict of Interest & Code of Conduct and Ethics Statement, or if he/she neglects his/her duties, acts outside the law, fails to perform assigned duties, misses two or more unexcused, consecutive Board meetings, or acts or behaves irresponsibly or in such a way to bring dishonor to, or negates the purpose and/or goals of the Association. Any Board Member removed for cause will be prohibited from ever holding another office in the Association.

### **3.8 Vacancies**

Vacancies shall be filled by majority vote of the remaining members of the Board of Directors for the unexpired term.

### **3.9 Board Meetings**

The Board shall meet at least quarterly, unless majority vote of the Board Members dictates otherwise. Additional meetings of the Board of Directors may be called at the direction of the President or by a majority of the directors in office. The purpose for which an additional meeting is called shall be stated in the notice. The time and location of any meeting of the Board of Directors shall also be determined by majority vote of the Board Members and notice shall be given at least 7 days prior to the date.

### **3.10 Quorum**

A majority of the directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

### **3.11 Unanimous Written Consent In Lieu of a Meeting**

The Board may take action without a meeting if written consent to the action is signed by all of the directors. Emailed communications or virtual meetings are acceptable.

### **3.12 Conflicts of Interest**

- a. In the event that any director has a conflict of interest that might properly limit such director's fair and impartial participation in Board deliberations or decisions, such director shall inform the Board as to the circumstances of such conflict. If those circumstances require the nonparticipation of the affected director, the Board may nonetheless request from the director any appropriate non-confidential information which might inform its decisions. "Conflict of interest," as referred to herein, shall include but shall not be limited to, any transaction by or with the Association in which a director has a direct or indirect personal interest, or any transaction in which a director is unable to exercise impartial judgment or otherwise act in the best interests of the Association.
- b. No director shall cast a vote, nor take part in the final deliberation in any matter in which he or she, members of his or her immediate family or any organization to which such director has allegiance, has a personal interest that may be seen as competing with the interest of the Association. Any director who believes he or she may have such a conflict of interest shall so notify the Board prior to deliberation on the matter in question, and the Board shall make the final determination as to whether any director has a conflict of interest in any matter. The minutes of the Board meeting shall reflect disclosure of any conflict of interest and the recusal of the interested director.

### **3.13 Bonding.**

If requested by the Board of Directors, any person entrusted with the handling of funds or valuable property of the Association shall furnish, at the expense of the Association, a fidelity bond, approved by the Board of Directors.

## **4. Nomination and Election of Officers**

### **4.1 Nominating Committee.**

The nominating committee will consist of no less than three members of the Association, all of whom will be appointed by the Board to nominate candidates for election in the Board of Director positions of President, Vice-President, Secretary, and Treasurer to serve on the Board, all of which will be nominated and elected by the Members at the Annual Election Meeting. No member of the nominating committee may be nominated for a director position themselves. The Nominating Committee should be formed no later than the end of February.

### **4.2 Eligibility and Qualifications of Officers.**

Only a dues paid member in good standing of the Association may serve and be nominated for an Officer position on Board. Further, only those Members that have attended the majority of General membership meetings during the current year, and that have participated in at least one project or on a committee will be eligible as a Board Member nominee, unless such requirements are waived by the Board. Special consideration for prior service, support, and other miscellaneous functions and roles to the Association as a whole will also be considered on a case-by-case basis. Qualification criteria also includes, but is not limited to, agreement with the Board Member Conflict of Interest & Code of Conduct and Ethics Statement and the ability of the person to work well with Association members. Nominations will only be accepted if made by a paid member of the Association.

### **4.3 Officer Nomination Procedures and Candidate Announcement.**

- a. The Nominating Committee shall set a nomination period to last for at least one (1) week (“Nomination Period”). The Nomination Period should occur no more than four (4) weeks in advance of the Annual Election Meeting, and at least two (2) weeks before the Annual Election Meeting, unless otherwise waived by a majority vote of the Board.
- b. The Nominating Committee shall disseminate information to all members that includes the following:
  - i. Nominating instructions that allow a person to nominate someone or themselves for Board position via a method chosen and noticed by the Nominating Committee.
  - ii. Instructions on how to become a member if they are not already. Nominations can only be made by a Member, and those nominated must be a Member.
  - iii. Nomination Period dates / deadline to submit nominations. No nominations may be made from the floor at the Annual Election meeting.
- c. When the nomination period has ended, and at least 1 week prior to the Annual Election meeting, the Nomination Committee shall:

- i. Verify the eligibility and qualifications of each nominated person and confirm with those eligible and qualified that they accept the nomination and are willing to serve in the position if elected.
  - ii. Prepare a list and/or ballot of qualified and eligible candidates to present for election by the members.
  - iii. Publicly announce the candidates prior to the Annual Election meeting in a manner and method determined by the Nomination Committee, such as e-mail.
- d. If there are no qualified and eligible nominees for a particular office at the end of the Nomination Period, the Nominating Committee and/or Board may continue to seek qualified and eligible candidate(s) for a particular position(s) for presentation to the Members at the Election Meeting.
- e. The Board shall prior to the Election Meeting provide the Candidates with the opportunity to submit a small biography and a note as to why they are running for Office to be included in the agenda for the upcoming Election Meeting. The Board may, in its sole discretion, allow for additional announcement method(s) via circulation, posting, or otherwise of the Candidates' Interest or Submissions.
- f. All Candidates should be in attendance at the Election Meeting, unless the Board waives this requirement for good cause.
- g. All Candidates will have an opportunity at the Election Meeting to briefly introduce themselves and to state why they are running for a particular office, to be limited to a time period set by the Board.

#### **4.4 Election Procedures.**

- a. The election of Officers shall take place as the last agenda item during the Annual Election Meeting. All dues paid members shall be eligible to participate in an election. Only those Members in attendance will be allowed to vote (no proxy votes allowed). Each Member will be entitled to one vote per office.
- b. When there is only one Candidate for an Officer position, election for that office may be by a show of Members' hands. A majority vote shall elect.
- c. When there are there are two (2) or more Candidates running for the same office, election for that office will be by written ballot. All ballots will be counted by the Nominating Committee members and the Candidate receiving the highest number of votes for the particular office will be elected.

## **5. Committees**

### **5.1 Committees**

The Board of Directors, by a majority vote, may designate one or more Standing Committees, Continuing Committees or Special Committees to promote the purpose and interests of the Association. Each committee shall have a Committee Chair and if possible at least two Committee members that are dues paid members or Board members of the Association. Each Committee Chair will be appointed by a majority vote of the Board. Committees may have Co-Chairs. Committee Chairs shall recruit the Members for their committee as needed. The President (or other Board member designated by the President) may act as an ex-officio or standing member of any committee, unless otherwise provided herein. Each committee shall have such responsibilities and authority as may be designated by the Board. All committee work, activities, information (Flyers, emails, etc.) must be approved by the President.

## **5.2 Duties/Responsibilities of a Committee Chair**

Duties for Committee Chairs shall include, but not be limited to, the following:

- a. A Committee Chair shall provide a progress report at Board Meetings and/or General Meetings, as requested by the Board.
- b. A Committee Chair shall submit reports to the Board Meetings and General Meetings upon completion of the project/event.
- c. A Committee Chairperson shall not execute any financial transaction or obligation that exceeds the approved budget without the approval of the Board.
- d. If monies are required in advance by a Committee, the Committee Chair may submit a request to the Treasurer describing details of the purchase, submit a funds request, and use that money in the nature described. The Committee Chair shall be responsible for obtaining a final receipt, invoice or similar of the monies spent and returning all unspent money to the Treasurer.
- e. All Committee Chairs shall update and return all notebooks and documentation of the current year's activities to the President following the Annual Election Meeting.

## **6. Association Fundraising / Gifts**

### **6.1 Fundraisers/Fundraising.**

All monies are to be obtained through fundraising activities and or gifts/donations. The goal of the Association monies is to promote interfaith literacy and community building efforts.

### **6.2 Sponsorship.**

Corporate sponsorship is a funding mechanism in which a commercial concern provides cash, products, or expertise to the Association in return for an acknowledgment of thanks. The acknowledgment of thanks generally takes the form of public recognition for the sponsor's support. Corporate sponsorship activities stand in contrast to endorsement activities where the Association would endorse the products or services of commercial concerns.

- a. Legality of Sponsorships

- i. Sponsorships are an appropriate means of funding projects and programs that promote the objectives the Association. Endorsements are not appropriate for the Association to participate in due to our noncommercial policy.
  - ii. The Association may thank a sponsor for its contribution. The thank you may be in writing, posters, banners, printing business cards in the newsletter or other appropriate media.
  - iii. The written acknowledgement must be limited to an expression of thanks and can list identifying information about the sponsor. The acknowledgment can never make a judgment about the sponsor or its product. It cannot request that people patronize the sponsor or buys it products. Otherwise, the sponsor gift will be subject to federal income tax.
  - iv. For example: the Association may write in the Newsletter: “Thank you to Business ABC for their support of our Ice Cream Social by donating \$100 worth of food.” However, the Association may NOT say “Make sure to visit Business ABC next time you’re looking to eat out.”
  - v. A 501(c) (3) educational organization is not prohibited from engaging in corporate sponsorship activities. A special provision in the IRS makes 501(c) (3) organizations exempt from paying federal income taxes on income from corporate sponsorships, as long as the benefits that are given back to the corporate sponsor fall within IRS guidelines. Because qualifying corporate sponsorship income is considered a charitable donation, there is no limit to the amount that can be received by a 501(c) (3) organization.
- b. Policies and Procedures for Seeking Corporate Sponsorships. Listed below are the policies and procedures the association should use when seeking corporate sponsorships.
- i. Sponsorships shall help to further the program's, aims and goals of the Association.
  - ii. Sponsorships can be linked to specific events, programs, activities or publications, or can be added to general funds.
  - iii. Sponsorship money or in-kind donations shall not be solicited nor accepted from companies that manufacture products or take public positions inconsistent with the Association’s position or policy.
  - iv. Sponsorship agreements shall never involve techniques or marketing approaches that exploit children.
  - v. The Association’s name, logo or mark shall not be used in sponsorship materials or communications without the company identifying itself as the “official sponsor of the St. Petersburg Interfaith Association (*insert event here*)
  - vi. Sponsors’ products shall NOT be identified as “official product of the St. Petersburg Interfaith Association.”

## **7. Finance**

### **7.1 Financial Accounts**

- a. Three signatures should be on file at the bank with two signatures required on all ITB checks. The authorized signatures of any the account shall be the President, Vice-President and Treasurer. Any two of these individuals authorized to withdraw funds, write checks, drafts, or other expenditures for the payment of money on behalf of the Association.
- b. An authorized disbursement to any of the authorized signatories to the account requires the consent and action of the other signatories. For example, if a reimbursement is due to the Treasurer and or the Treasurer's family member, the Treasurer cannot be a signatory on the check, the President and the Vice-President must sign the check. The signature on any check cannot be the payee, or a payee's family member.
- c. The Treasurer is responsible for ensuring all monies of the Association are deposited in a timely manner into the account, within 3 business days of receiving it.

## **7.2 Annual Budget**

- a. The Fiscal Year shall run from June 1 of one calendar year through May 31 of the next year.
- b. At the last scheduled General Meeting of the fiscal year, the Treasurer shall prepare and present a proposed budget for the upcoming year. At a minimum, the Budget shall include:
  - i. Current balance as of the date of the meeting
  - ii. Expected and reasonable expenditures through the remainder of the fiscal year.
  - iii. Reasonable estimates for fundraising activities during the first four months of the new fiscal year.
  - iv. A listing of non-discretionary funds committed to the next fiscal year (for example, a standing donation committed to a recipient/organization).
  - v. A listing of recommended discretionary expenditures proposed for the next fiscal year.
- c. The proposed budget must be in balance, meaning the projected balance is nonnegative.
- d. On or before May 1, the Board of Directors shall submit the proposed annual budget for the upcoming year to the General Members for preview at the first General Meeting of the upcoming fiscal year. The members must vote to approve a Budget at this meeting. Approval of the Budget is by majority vote.
- e. The Members may discuss the proposed budget as needed. Changes to the proposed budget may be made as determined by the discussion.
- f. The President shall not allow a vote on a proposed Budget that is not in balance.
- g. The Treasurer shall keep track of actual expenditures vs. budget items.
- h. The Treasurer shall not reimburse an expense that exceeds the Approved Budget for that budget item.
- i. A proposal to change to the Approved Budget must be approved by the Board, and then passed by a majority of the Members at the next General Meeting or Special Meeting of the Members. The Treasurer will update the Approved Budget prior to the next report.

## **7.3 Reporting**

- a. The Treasurer shall keep track of all actual deposits and expenditures.

- b. At every General Meeting, the Treasurer shall present a written financial report that the Secretary should keep with the minutes of each meeting. At a minimum, the report shall contain:
  - i. The closing balance from the previous Treasurers Report
  - ii. All income received and deposited since the previous Treasurers Report, organized by budget item
  - iii. All expenditures made since the previous Treasurers Report, organized by budget item
  - iv. The current closing balance
  - v. The remaining balance of all budget items
  - vi. The estimated end-of-year balance is the current closing balance plus the reasonable estimated income from all remaining fundraisers minus all estimated expenditures.
- c. The Treasurer shall present a financial statement at any time when requested by the Board for a Board meeting or otherwise.
- d. The Treasurer shall complete an End-of-Year report of all financial activities within 31 days after the end of the Fiscal Year. A signed original of the report shall be submitted to the Board.
- e. The Treasurer shall be responsible for the timely completion and submittal of any other financial or tax records, reports or forms.
- f. The Board shall annually appoint an Audit Committee of not less than three Members or hire an auditor to examine the accounts and the Treasurer's annual report to ensure that is it correct. The Treasurer and the Audit Committee members or auditor must sign a statement reporting the results of the audit committee's or the auditor's review.

#### **7.4 Expenditures**

- a. All expenditures within the realm of the approved budget are authorized expenditures.
- b. The Board may vote to re-allocate funds of \$100.00 or less without bringing the request to the General Meeting for approval, not to exceed \$500.00 per fiscal year.
- c. The Association may not spend over \$500 in "unallocated" funds without the prior approval of the members; however, expenditures within the realm of the approved budget are authorized expenditures.
- d. In no event shall the Association spend, or commit to spend, an amount in excess of the funds in its bank account.

#### **7.5 Records**

- a. The Treasurer shall keep accurate records of any disbursements, income and bank account information.
- b. All financial records and other pertinent records must be turned over by June 1st to the new Treasurer.
- c. Financial records would include: bank accounts, outstanding debt records, history of all transactions, receipts, and tax information. Other pertinent records include: date of contracted events, frequent contacts, willing volunteer's information, sample forms/documents, inventory, etc.



## **7.6 Reimbursement**

- a. To be reimbursed by the Association for Association expenditures, the original receipt or invoice, along with a reimbursement form must be submitted to the Treasurer within 30 days of the event/function. If no reimbursement request is made or if a request is received after 30 days, the request will be denied.
- b. All items purchased for the use of the Association must be approved by majority vote of the Board prior to purchase, in order to be considered for reimbursement.
- c. Reimbursement will be made by the Treasurer, as long as all the requirements have been met, within 10 working days or to the best of the Treasurer's ability.

## **7.7 Financial Prohibitions**

- a. The Association shall not pay or provide any remuneration to the Board Members, Committee Chairpersons, Committee Members or any other Member of the Association for their volunteer service.
- b. There shall be no commingling of Association funds with the personal, professional, or business accounts of any individuals, groups or businesses. This shall include a prohibition against providing any Association funds as a loan to anyone for any purpose.

## **8. Transition of Outgoing and Incoming Officers**

After the Annual Election Meeting, the outgoing Officers will work with each incoming Officer in a transitional period until their terms end on May 31. The incoming officers will be known as follows: President Elect, Vice-President Elect, Treasurer Elect, and Secretary Elect.

### **8.1 Responsibilities of Outgoing Officers.**

During this transitional period, it is the duty of the outgoing Officers to provide all necessary information and documents to the incoming Officers. This information includes all treasurer's reports, minutes, agendas, notes and other information necessary or appropriate to allow the incoming Officers to start their term on June 1. At the end of their terms, the outgoing Officers will turn over updated notebooks to the incoming Officers. Such notebooks should include a current copy of this Handbook.

### **8.2 Responsibilities of Incoming Officers.**

The responsibilities of the incoming Officers include (but are not limited to):

- a. Work with outgoing Officers to put together a budget for the upcoming year.
- b. The incoming and outgoing President and Treasurer must make themselves available to sign and record the transfer of bank accounts.
- c. Determine the fundraisers to have for the upcoming year. Incoming Officers will work with the outgoing Officers to present this information to the Members for approval at first General Meeting.

- d. All newly elected Officers are required to attend all end of fiscal year Board Meetings or General Meetings that may be held to gain insight to the past agendas and future items for the next fiscal year agendas. Such incoming officers will not have voting privileges since the terms of their offices begin on June 1.

## **9. Indemnification**

### **9.1 Indemnification of Directors/Officers**

- a. Unless otherwise prohibited by law, the Association shall indemnify any director or officer or any former director or officer, and may by resolution of the Board of Directors indemnify any employee, against any and all expenses and liabilities incurred by him or her in connection with any claim, action, suit, or proceeding to which he or she is made a party by reason of being a director, officer, or employee. However, there shall be no indemnification in relation to matters as to which he or she shall be adjudged to be guilty of a criminal offense or liable to the Association for damages arising out of his or her own gross negligence in the performance of a duty to the Association.

### **9.2 Amounts Paid**

- a. Amounts paid in indemnification of expenses and liabilities may include, but shall not be limited to, counsel fees and other fees; costs and disbursements; and judgments, fines, and penalties against, and amounts paid in settlement by, such director, officer, or employee. The Association may advance expenses or, where appropriate, may itself undertake the defense of any director, officer, or employee. However, such director, officer, or employee shall repay such expenses if it should be ultimately determined that he or she is not entitled to indemnification.

## **10. Miscellaneous**

### **10.1 Amendment of Policies and Procedures Handbook**

These Bylaws may be amended or new Bylaws adopted upon the affirmative vote of the majority of the voting members at any regular or special meeting of the members. The notice of the meeting shall set forth a summary of the proposed amendments.

## **10.2 Code of Conduct (Prohibited Actions)**

No part of the net earnings of the association shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for a public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by a association exempt from federal income tax under section 501(c)3 of the Internal Revenue Code or the corresponding section of any future federal tax code, or (b) by a association, contributions to which are deductible under section 170(c)2 of the internal Revenue Code, or the corresponding section of any future tax code.

## **10.3 Dissolution**

If the Association would like to dissolve, a majority vote in a General Meeting shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken. Notice of intent to disband shall be given to all members, in writing, at least 30 days before the General Meeting. The committee shall submit a report at the next General Meeting. A quorum for the purpose of dissolution shall be the majority of the Members as of that date present at the meeting. A majority vote of the Members is required to dissolve the Chapter. Upon dissolution of this Association and after paying any remaining debts and obligations of the Association, the remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed by a Court of Competent Jurisdiction of the county in which the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## **10.4 Nondiscrimination clause**

Interfaith Tampa Bay shall comply with all applicable federal, state and local rules and regulations, including without limitation, the constitutional provisions prohibiting discrimination on the basis of disability, age, race, sexual orientation, creed, color, gender, national origin, religion or ancestry.